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## Sequestration Guidance

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The Deputy Secretary &lt;The\_Deputy\_Secretary@doc.gov&gt;

Fri, Mar 8, 2013 at 11:00 AM

Dear Commerce Team,

When Congress did not reach a balanced deficit reduction agreement to avoid sequestration, the President was required by law to issue a sequestration order on March 1. The order cut approximately \$85 billion in budgetary resources across the Federal Government for the remainder of this fiscal year. This will reduce Department of Commerce (Department) funding by approximately 5% from our current funding level. We are continuing to work with bureau leadership to plan for operations under sequestration and to ensure that we are able to sustain our core mission while also working to minimize operational risks and impacts on our workforce.

### **Programmatic Impacts:**

Impacts on the Department's programs and operations are unavoidable. There will be cuts to many programs. Our primary principle is putting the Department's mission first. We are working to protect our mission and mitigate the impacts of these cuts to every extent while also protecting the safety, security, and health of our employees.

### **Impact on Staffing and Expenses:**

Operating at these reduced levels will be challenging. We continue to be concerned with the potential negative impact on our workforce, and we are looking at all options to reduce this impact while protecting our mission. Cost containment steps have already been taken under the Continuing Resolution (which we are operating under in the absence of FY13 budget approval by Congress), including delaying purchase and travel expenditures, along with the hiring reductions. The Department will continue to monitor the situation and may, as necessary, expand these cost containment steps.

### **Furlough Planning:**

Should events occur requiring the Department to initiate furlough actions, a minimum of 30 days notice will be provided to affected employees, per applicable regulations. We will continue to consult with employee bargaining unions during this timeframe. We hope to keep furloughs to a minimum within the Department.

3/11/13

National Oceanic and Atmospheric Administration Mail - Sequestration Guidance

I know that this is a time of uncertainty, as program dollars are reduced through sequestration. Your contributions as public servants touch people's lives in many significant ways, and I want you to know how appreciative the President and I are for your hard work and dedication to our mission. We will continue to keep you apprised as developments occur.

Sincerely,

Rebecca M. Blank